National Aeronautics and Space Administration

SATERN

System for Administration, Training, and Educational Resources for NASA

SATERN Custom Reports

2007 SATERN Administrator Summit
Johnson Space Center – Houston, TX

Angelique Fouquet & Vessie Means
September 2007

Session Objectives

- At the end of the session, participants will be able to:
  - Identify the purpose of the different Custom Reports
  - Understand the difference between System and Custom Reports
  - Understand the difference between SATERN History and Archived History
  - Use filters effectively
  - *Locate and run the Custom Reports*

Agenda

- Introduction
- Locating the Custom Reports
- System vs. Custom
- Requesting a Modification to a Custom Report
- SATERN History vs. Archived History
- Filters
- Examples
- Summary

SATERN Custom Reports

Introduction and Locating the Custom Reports

Introduction

- Reports are used to provide useful data concerning learners, items, training requests, etc…
- Reports are available on the Admin side as well as on the Learner side
- SATERN currently provides 69 system reports on the Admin side and 9 system reports on the Learner side
- NSSC currently maintains 25 custom reports on the Admin side and 1 custom report on the Learner side

Introduction

Custom Reports available to Administrators

Approvals_Status

Certificate_Of_Completion

Class_Roster

Custom_Individual_Development_Plan

Exam_Effectiveness

External_Approvals_Status

External_Request_CS_Process_Dates

External_Request_Data

External_Request_Tuition

Incomplete_Training_Archived

Item_Request

Learner_Curriculum_Item_Status

Learner_History_Admin_Archived

Learner_Item_Status

Learner_Item_Status_Archived

Learner_Learning_Hours

Learner_Learning_Needs

Learning_Calendar

Module

Order_Management

Pending_Completion_Credit

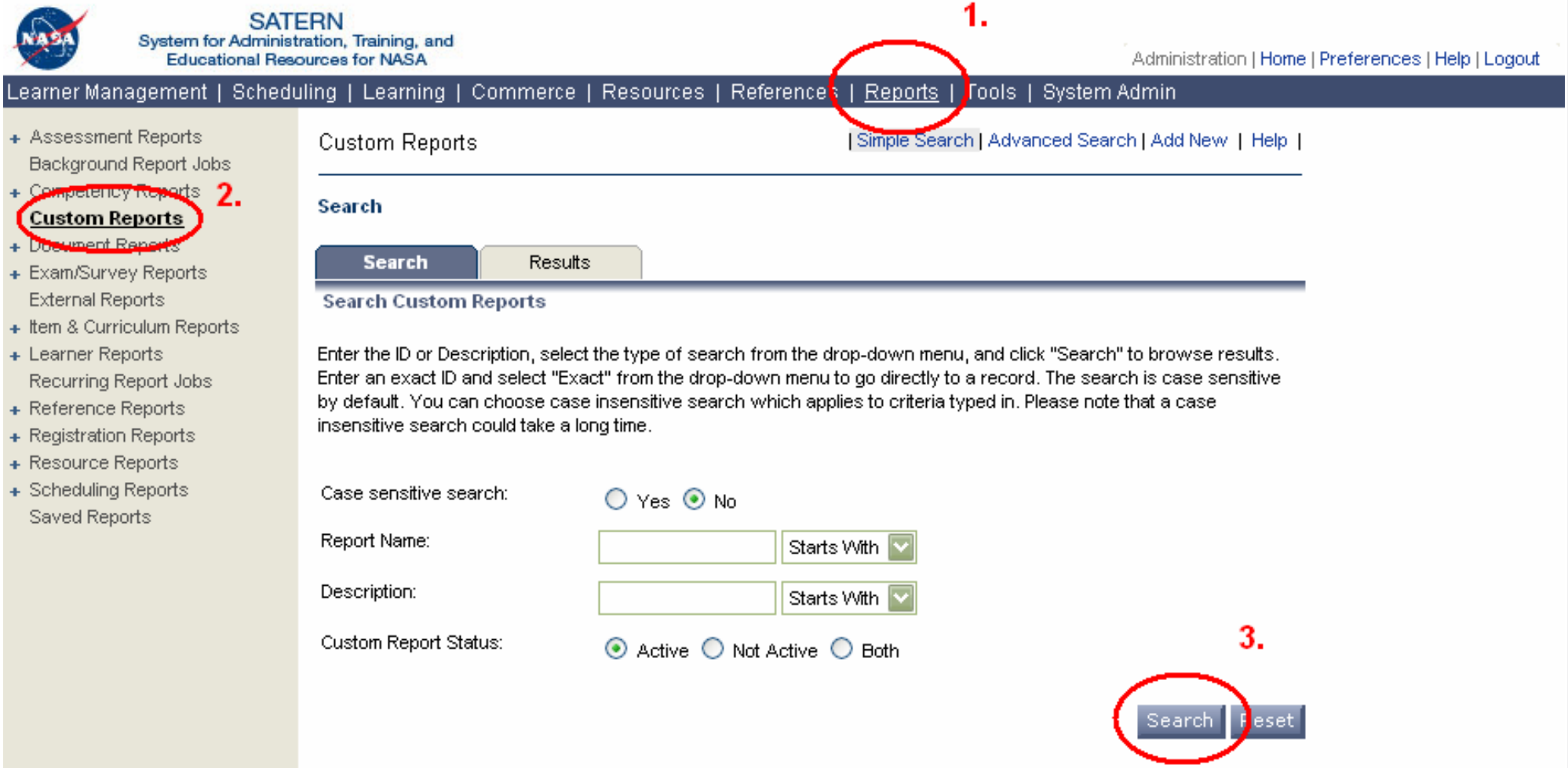
Registration_Status

Scheduled_Offering_Data

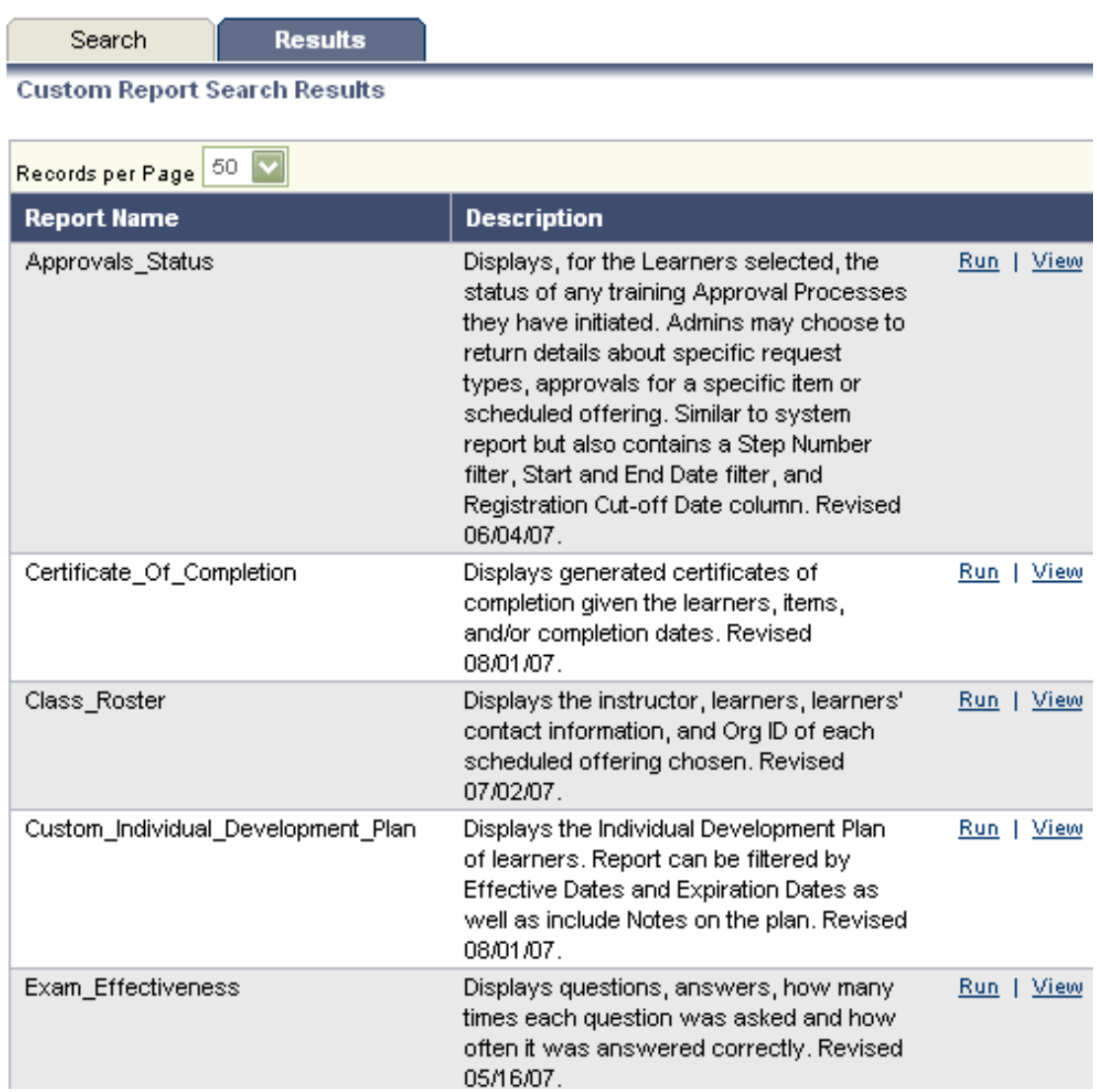
Training_Administrator

User

Locating the Custom Reports



Locating the Custom Reports



SATERN Custom Reports

System vs. Custom

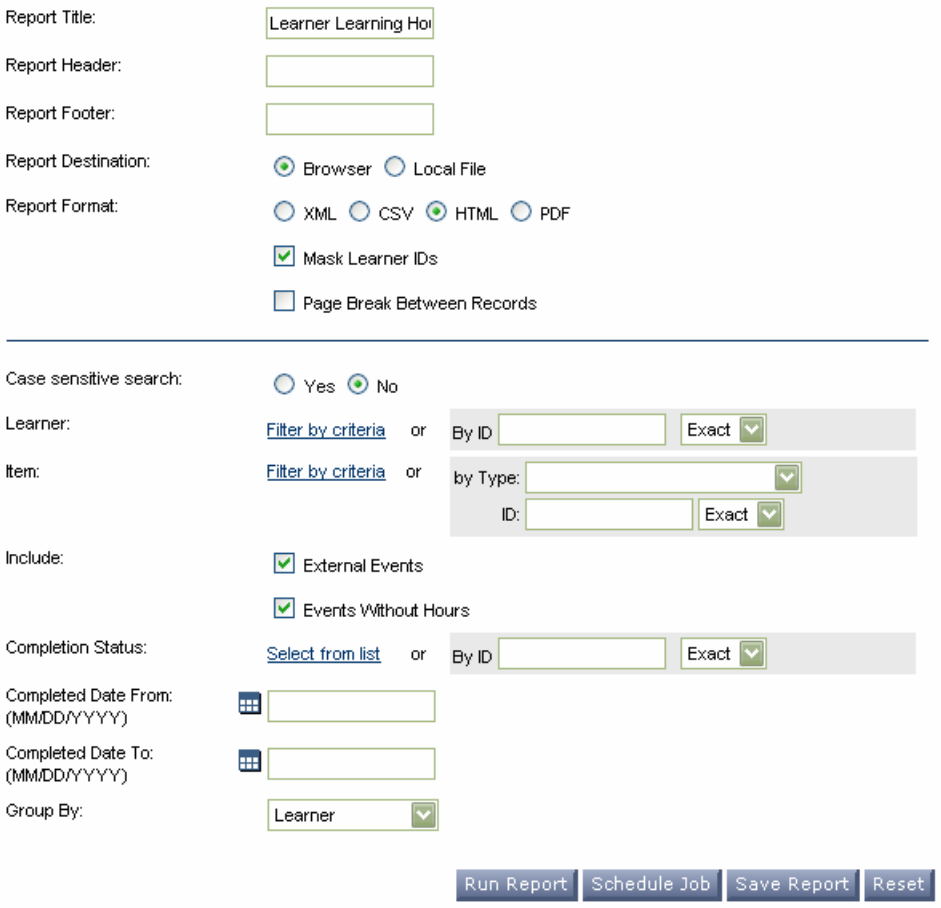
System vs. Custom

- System
  - Reports provided by Plateau
  - Cannot be modified or deleted

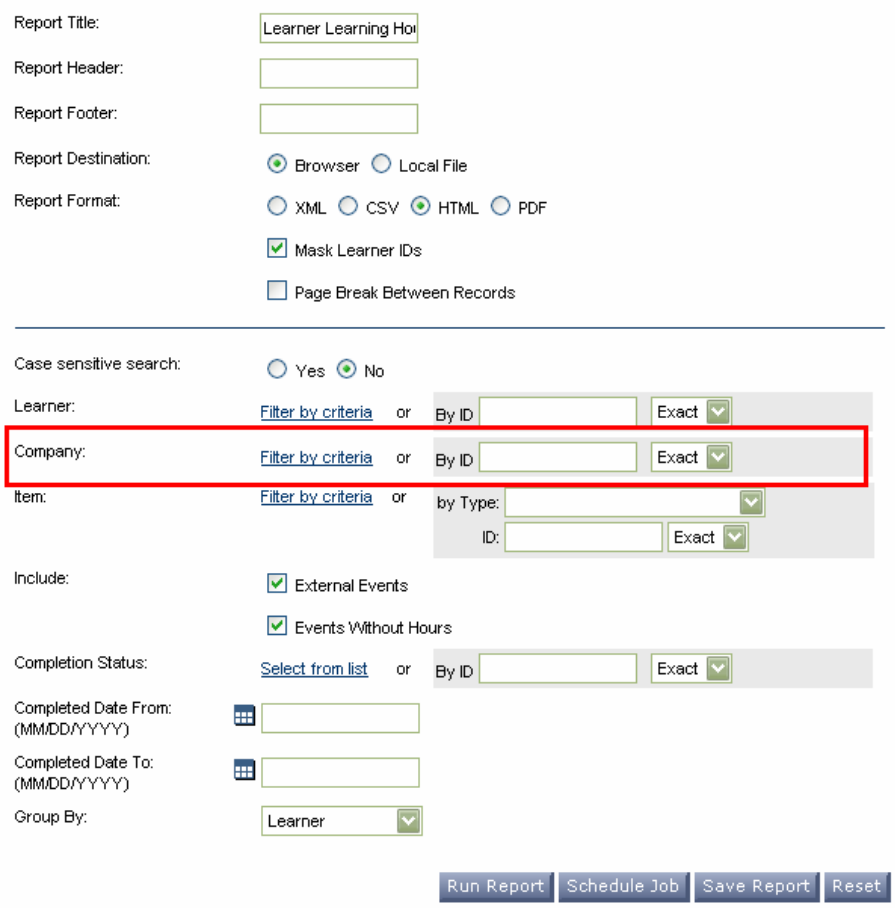
- Custom
  - Modified versions of system reports updated by NSSC at request of SATERN administrators
  - New reports created by NSSC at request of SATERN administrators

System vs. Custom

System



Custom



System vs. Custom

System

Learner Learning Hours

Learner Learning Hours

User Name: ********* **Learner Name:** Fouquet, Angelique B

Items

Item ID	Item Description	Completion Date	Location	Total Hours	Credit Hours	CPE Hours	Contact Hours
COURSE NSSC-CSC-001 (Rev 6/1/2006 11:07 AM CST)	New Hire Orientation	1/16/2006 01:48 PM CST					

Custom

Learner Learning Hours

Learner Learning Hours

User Name	Learner Name	Contracting Company
*********	Fouquet, Angelique B	COMPUTER SCIENCES CORPORATION

Items

Item ID	Item Description	Length (hours)	On Duty Hours	Completion Date	Location	Total Hours	Credit Hours	CPE Hours	Contact Hours
COURSE NSSC-CSC-001 (Rev 6/1/2006 11:07 AM CST)	New Hire Orientation			1/16/2006 01:48 PM CST					

System vs. Custom

- Examples
  - Class_Roster - System
  - Class_Roster - Custom

  - Learner_Learning_Hours – System
  - Learner_Learning_Hours – Custom

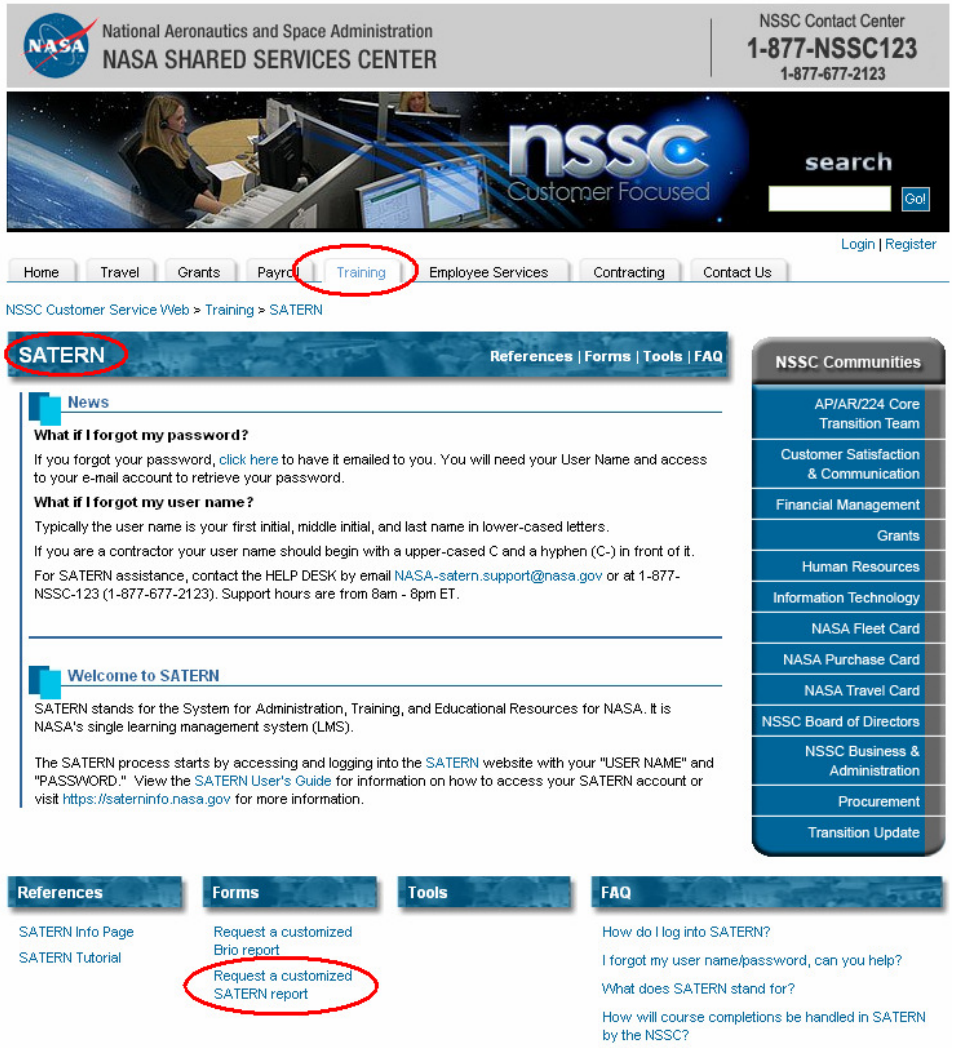
SATERN Custom Reports

Requesting a Modification to a Custom Report

Requesting a Modification to a Custom Report

1. Go to http://www.nssc.nasa.gov
2. Click on *Customer Service* to the left.
3. Select the *Training* tab.
4. Click on *SATERN*.
5. Near the bottom under *Forms* choose
   ‘**Request a customized SATERN report**’.

Requesting a Modification to a Custom Report



SATERN Custom Reports

SATERN History vs. Archived History

SATERN History vs. Archived History

- SATERN History
  - Contains Learner History from May 2006 forward

- Archived History
  - Contains Learner History prior to May 2006 as well as SATERN history.
  - Reports that pull from Archived History are labeled with “Archived”

SATERN History vs. Archived History

- Examples
  - Learner_Item_Status
  - Learner_Item_Status_Archived

SATERN Custom Reports

Filters

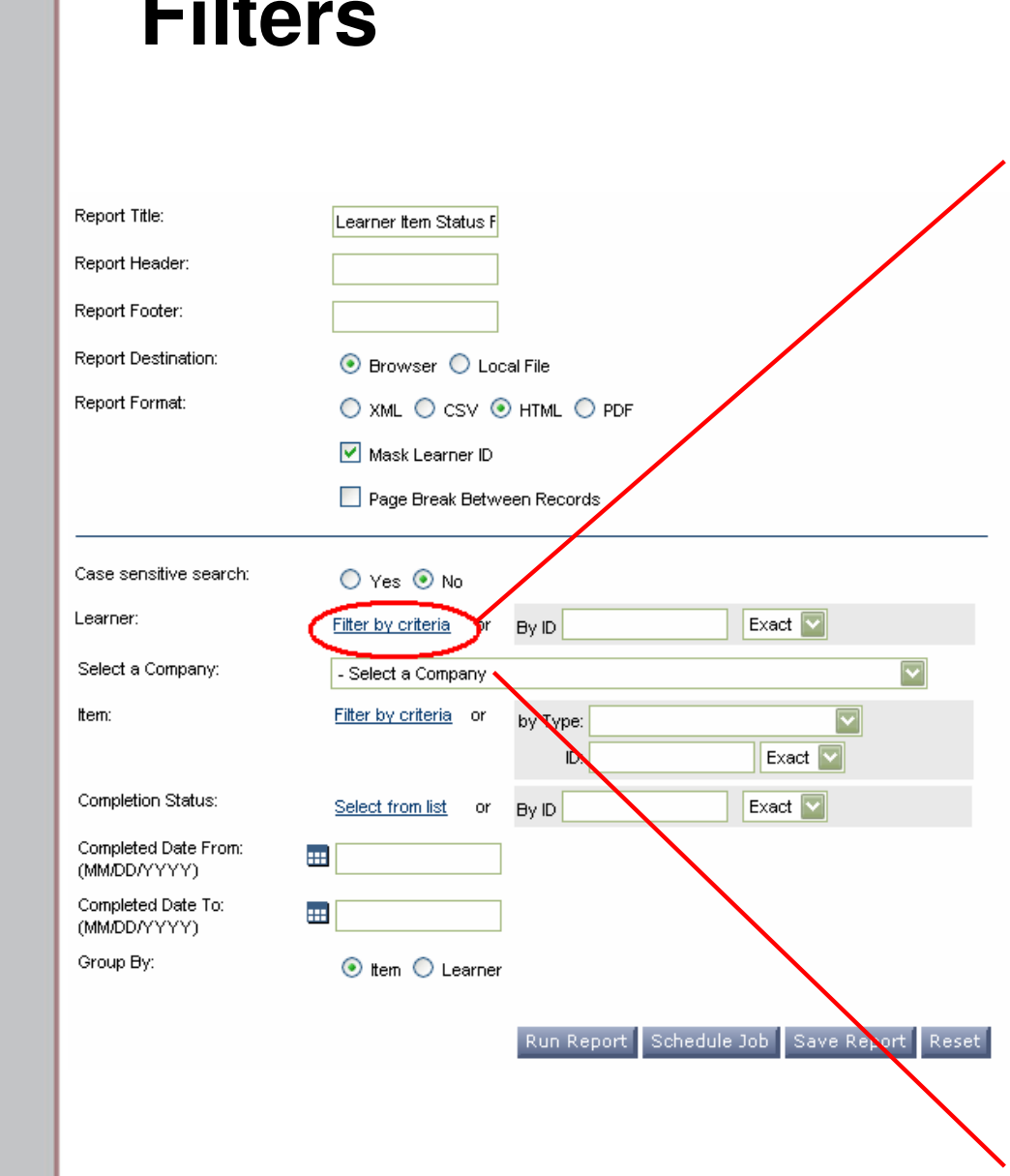
Filters

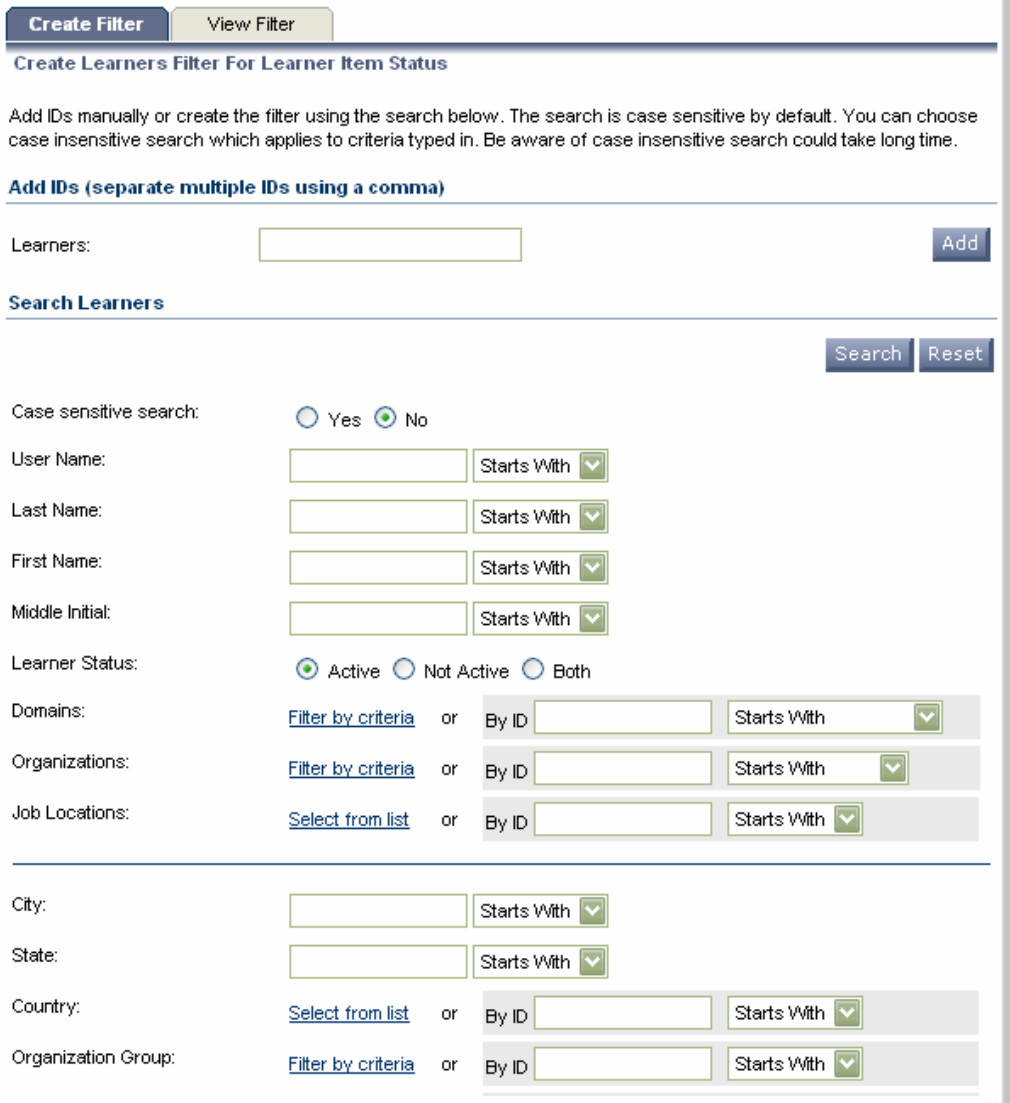
- Benefits of Filters
  - Offer advanced search options
  - Increase usability
    - (Once you learn to use a filter for one report, you know how to use it in every report)
  - Provides a way to search for input not readily available

Filters

- Commonly Used Filters
  - Learner
  - Domain
  - Item
  - Scheduled Offering
  - Company

Filters


Report Title:
Learner Item Status F
Report Header:
Report Footer:
Report Destination:
Browser
Local File
Report Format:
XML
CSV
HTML
PDF
Mask Learner ID
Page Break Between Records
Case sensitive search:
Yes
No
Learner:
Filter by criteria
or
By ID
Exact
Select a Company:
- Select a Company
Item:
Filter by criteria
or
by Type:
ID:
Exact
Completion Status:
Select from list
or
By ID
Exact
Completed Date From:
(MM/DD/YYYY)
Completed Date To:
(MM/DD/YYYY)
Group By:
Item
Learner
Run Report
Schedule Job
Save Report
Reset


Create Filter
View Filter
Create Learners Filter For Learner Item Status
Add IDs manually or create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.
Add IDs (separate multiple IDs using a comma)
Learners:
Add
Search Learners
Search
Reset
Case sensitive search:
Yes
No
User Name:
Starts With
Last Name:
Starts With
First Name:
Starts With
Middle Initial:
Starts With
Learner Status:
Active
Not Active
Both
Domains:
Filter by criteria
or
By ID
Starts With
Organizations:
Filter by criteria
or
By ID
Starts With
Job Locations:
Select from list
or
By ID
Starts With
City:
Starts With
State:
Starts With
Country:
Select from list
or
By ID
Starts With
Organization Group:
Filter by criteria
or
By ID
Starts With

Filters

- Examples
  - Learner Filter
    - Learner_History_Admin_Archived
  - Scheduled Offering Filter
    - Class_Roster
  - Company
    - Incomplete_Training_Archived

Summary

- Reports provide a means to quickly collect data concerning learners, items, training requests, etc…
- Custom reports can be modified and/or requested. NSSC maintains the custom reports.
- Archived reports contain learner history prior to SATERN as well as SATERN history.
- Filters are very useful in creating search criteria and are used throughout most of the reports.

SATERN Custom Reports

Questions??